

Aston A. Henry, Supervisor
Risk Management Department

Telephone: 754 321-1900
Fax: 754 321-1917

April 16, 2012

Signature on File

TO: Israel Canales, Manager
Administrative Sites

FROM: Richard Rosa, Project Manager
Facilities and Construction Management

SUBJECT: Indoor Air Quality (IAQ) Assessment

<u>For Custodial Supervisor Use Only</u>	
<input type="checkbox"/>	Custodial Issues Addressed
<input type="checkbox"/>	Custodial Issues Not Addressed
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On February 13, 2012 I conducted an assessment at **New River Circle Portable Annex**. Attached are findings and recommendations for further assessment, remediation, or corrective actions needed.

The IAQ assessment did identify one or more existing conditions impacting IAQ and has generated appropriate work orders to correct deficiencies in systems and maintenance that could contribute to decreased indoor air quality. At the time of the assessment, these concerns were not an immediate health or safety concern to building occupants. However, due to individual sensitivities and predisposing health factors, it is possible that some building occupants may elicit a health response to agents and / or conditions identified during the evaluation. Therefore, to further improve IAQ, prevent development of future IAQ-related problems, and to reduce the potential for IAQ-related complaints by building occupants, the IAQ Assessment Team recommends appropriate follow up of each item identified and listed in the attached evaluation.

Please ensure that your Head Facilities Serviceperson receives a copy of this correspondence so that the recommendations requiring their attention can be addressed. In an attempt to separate IAQ issues from general maintenance items, the attached assessment may contain direction for site based staff to generate a work order through COMPASS. Within two weeks a representative from the Custodial/Grounds Department will conduct a follow-up visit to ensure that all site based custodial issues have been appropriately addressed.

Should any questions arise, or if the current concerns continue after the attached recommendations have been addressed, please feel free to contact us at 754-321-1907.

cc: Shelley Meloni, Executive Director, Facilities and Construction Management
Mark Dorsett, Acting Director, Physical Plant Operations Division, Maintenance
Sonja Coley, Project Manager III, Facilities and Construction Management
Roy Norton, Manager Custodial/Grounds, Physical Plant Operations Division
Aston Henry, Supervisor, Risk Management

RK/tc
Enc.

IAQ Assessment

Location Number

New River Circle Portable Annex

Evaluation Requested

Time of Day

Evaluation Date

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="P-78PD"/>	<input type="text" value="53.7"/>	<input type="text" value="72 - 78"/>	<input type="text" value="57.7"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="533"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text"/>
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
<input type="text" value="No"/>		<input type="text" value="Yes"/>		<input type="text" value="No"/>		<input type="text" value="Less than 1 square feet"/>	
Ceiling Type	<input type="text" value="2 x 4 Lay In"/>	<input type="text" value="Yes"/>		<input type="text" value="No"/>		<input type="text" value="50 square feet"/>	
Wall Type	<input type="text" value="Drywall/Vinyl"/>	<input type="text" value="Yes"/>		<input type="text" value="No"/>		<input type="text" value="Entrances"/>	
Flooring	<input type="text" value="12 x 12 Vinyl"/>	<input type="text" value="Yes"/>		<input type="text" value="No"/>			

	Clean	Minor Dust / Debris	Needs Cleaning	Corrective Action Required
Ceiling	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="See below"/>
Walls	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="See below"/>
Flooring	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="See below"/>
HVAC Supply Grills	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>
HVAC Return Grills	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>
Ceiling at Supply Grills	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N/A"/>
Surfaces in Room	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>

Observations

Findings (being used for storage)

- Termite droppings along walls.
- Stained ceiling tiles
- Water damaged interior wall system under windows (SW)
- Water damaged T-1-11 on exterior (see pictures)
- Water damaged flooring at entrances
- Build up on A/C shaker unit coils
- Dust build up on surfaces throughout the room

Site Based Maintenance:

- Remove and replace ceiling tiles once repairs have been completed.
- Clean A/C shaker units grills with Wexcide disinfectant solution
- Thoroughly clean all surfaces throughout the rooms
- Ensure temperature is set within SBBC limits (72-78)
- Wipe down light fixture lenses inside and out with Wexcide disinfectant solutions
- Continue to monitor this location for any signs of microbial growth as well as dust and debris accumulation and clean as appropriate

Physical Plant Operations:

- Pest control to evaluate for termites
- Evaluate for cause of stained ceiling tiles and repair as appropriate.
- Evaluate for cause of interior wall damage under windows and T-1-11 damage and repair as appropriate. Repair/replace wall material -- interior and exterior -- as necessary.
- Evaluate flooring at entrances and repair/replace as necessary
- Clean coils on A/C shaker units

- NOTE: Work orders EQ02324 through EQ02331 generated 3-7-12

IAQ Assessment

Location Number

New River Circle Portable Annex

Evaluation Requested

Time of Day

Evaluation Date

Outdoor Conditions Temperature Relative Humidity Ambient CO2

Fish	Temperature	Range	Relative Humidity	Range	CO2	Range	# Occupants
<input type="text" value="P-79PD"/>	<input type="text" value="52.3"/>	<input type="text" value="72 - 78"/>	<input type="text" value="60.7"/>	<input type="text" value="30% - 60%"/>	<input type="text" value="541"/>	<input type="text" value="Max 700 > Ambient"/>	<input type="text"/>
Noticeable Odor		Visible water damage / staining?		Visible microbial growth?		Amount of material affected	
<input type="text" value="No"/>		<input type="text" value="Yes"/>		<input type="text" value="No"/>		<input type="text" value="6 ceiling tiles"/>	
Ceiling Type	<input type="text" value="2 x 4 Lay In"/>	<input type="text" value="Yes"/>		<input type="text" value="No"/>		<input type="text" value="150 square feet"/>	
Wall Type	<input type="text" value="Drywall/Vinyl"/>	<input type="text" value="Yes"/>		<input type="text" value="No"/>		<input type="text" value="Entrances"/>	
Flooring	<input type="text" value="12 x 12 Vinyl"/>	<input type="text" value="Yes"/>		<input type="text" value="No"/>			

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Walls	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="See below"/>
Flooring	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="See below"/>
HVAC Supply Grills	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>
HVAC Return Grills	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>
Ceiling at Supply Grills	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N/A"/>
Surfaces in Room	<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Clean as appropriate"/>

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- NOTE: Work orders EQ02324 through EQ02331 generated 3-7-12